

2016 ORM REGIONAL CONFERENCES

OFFICE OF RISK MANAGEMENT

SHREVEPORT – WYNDHAM GARDEN

January 26-27, 2016 Registration deadline – January 15th

BATON ROUGE – CROWNE PLAZA

February 2-3, 2016 Registration deadline – January 22th

LAFAYETTE – WYNDHAM GARDEN

February 16-17, 2016 Registration deadline – February 5th

TOPICS to be addressed:

- ◆ Claims Intake and Processing
- ◆ Loss Prevention Services
- ◆ Insurance Language in Contracts
- ◆ Exposure Reporting
- ◆ Expanded Services and Coverage Offered through ORM

A link to topic descriptions can be found on the conference registration website.

PERSONNEL who will benefit:

- | | |
|-----------------------------|-----------------------------|
| ◆ Agency Administrators | ◆ Risk Exposure Personnel |
| ◆ Safety Professionals | ◆ Claims Handling Personnel |
| ◆ Risk Management Personnel | ◆ Human Resources Personnel |

CONFERENCE & REGISTRATION information found on our website:

- | | |
|-----------------------|---------------------------------|
| ◆ Online registration | ◆ Hotel information |
| ◆ Conference agenda | ◆ All other related information |

<http://www.doa.la.gov/Pages/orm/conferences.aspx>

- ◆ Online registration is mandatory. No mailed or faxed forms will be accepted.
- ◆ A \$25.00 ticket must be purchased for each attendee, whether attending the conference in whole or in part.
- ◆ No refunds will be given after the registration deadline, but substitutions can be made.
- ◆ *Due to limited space, all attendees must be pre-registered by the registration deadlines listed above.* Registration will not be allowed the day of the conference.

PAYMENT OPTIONS

- **Pay By Check or Inter-Agency Journal Voucher (J4)**
 - Click “Register”
 - In the Payment section, choose "Pay by Check" as your Payment Method
 - Complete "Required Fields"
 - Click "Pay by Check" at end of registration page
 - See below for completing payment transaction
- **Specific instructions for paying by Check or Inter-Agency Journal Voucher is on the conference website.**

The image shows two screenshots from the Eventbrite website. The left screenshot, titled 'Registration Information', displays a table with columns: REGISTRATION TYPE, REMAINING, SALES END, PRICE, FEE, and QUANTITY. The row for 'LA State Employee' shows 96 Registrations remaining, a price of \$25.00, and a fee of \$0.00. Below the table, there is a green 'Register' button. The right screenshot, titled 'Payment', shows the 'Payment Method' dropdown menu open, with 'Pay by check' selected. A yellow arrow points to this selection. Another yellow arrow points to the 'Register' button on the left screenshot.

REGISTRATION TYPE	REMAINING	SALES END	PRICE	FEE	QUANTITY
LA State Employee	96 Registrations	Jan 15, 2016	\$25.00	\$0.00	1

Offline payments available

Payment Method: * Credit/Debit Card
Card: * Pay by check
Card Number: *
Expiration Date: * Month Year CSC* What's this?
☒ Save billing and payment info for easy ordering

- **Pay By Credit Card Online through EventBrite**
 - Click “Register”
 - In the Payment section, choose "Credit/Debit Card" as your Payment Method
 - Complete "Required Fields"
 - Click "Pay Now" at end of registration page

The image shows two screenshots from the Eventbrite website. The left screenshot is identical to the one above, showing the 'Registration Information' table and the 'Register' button. The right screenshot, titled 'Payment', shows the 'Payment Method' dropdown menu open, with 'Credit/Debit Card' selected. A yellow arrow points to this selection. Another yellow arrow points to the 'Register' button on the left screenshot.

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NO cash or EFTs will be accepted under any circumstances.

**** If you are unsure which payment method to use, contact your Accounting Unit. ****

Direct all inquiries to **Dodi Langlois** at (225) 571-5114